| C19 Restart Toolbox Agenda  It is recommended that where possible team meetings are held remotely by phone or video call.  If a team meeting must be face to face, hold in open spaces and maintain physical distancing. | | | | | | |
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| Record of attendance and discussions: | | | | | | |
| **Date:** | | | **Location:** | | | |
| *Attendee* | *Initial* | *Attendee* | | *Initial* | *Attendee* | *Initial* |
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| Before getting back to work: | | | | | | |
| *Discuss symptoms of Covid-19 and remind workers to stay home if they are unwell. Encourage them to call Healthline for advice 0800 358 5433* | | | | | | |
| *Provide workers accurate information about ways to prevent the spread of infection including training on correct hand washing techniques and the safe use of PPE* | | | | | | |
| *Ensure workers are provided with relevant and timely information from the Ministry of Health about the importance and benefits of vaccination, and allow workers to access vaccinations during work hours for themselves and their dependents (without using leave or losing pay)* | | | | | | |
| *Ask workers to wash hands as soon as they arrive at work, and regularly throughout the day* | | | | | | |
| *Ask workers to scan the* ***QR Code*** *(or sign in on the* ***Covid19******Manual Contact Trace Register****) as soon as they arrive at work, and when entering any other site* | | | | | | |
| *Encourage workers to enable Bluetooth on their Covid app* | | | | | | |
| *Remind workers to avoid physical contact- i.e. hand shaking* | | | | | | |
| *Remind workers of the importance of sticking to their bubble outside of work* | | | | | | |
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| Assessing and Managing the risks of returning to work: | | | | | | |
| *Ensure management and workers have been adequately trained on how they will safely complete their roles while socially distancing* | | | | | | |
| *Complete the* ***Covid19 Risk Assessment*** *to communicate the risks and controls with all workers* | | | | | | |
| *Encourage workers to participate in the risk assessment process – ask for their ideas* | | | | | | |
| *Ensure no regional travel occurs during Level 3.* | | | | | | |
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| Shared facilities: | | | | | | |
| *Introduce the* ***C19 Workplace Cleaning Checklist*** *and allocate worker responsibilities* | | | | | | |
| *Discuss staggered lunch/tea breaks and allocate break times* | | | | | | |
| *Ask workers to bring their lunch to work to avoid leaving and returning to work throughout the day* | | | | | | |
| *Where possible ask workers to provide their own utensils* | | | | | | |
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| PPE: |
| *Masks are mandatory for work during Level 3.* |
| *Ensure PPE is available to all workers and customers – including disposable masks and gloves* |
| *Issue workers with individual PPE to avoid sharing* |
| *Train workers on the correct use of PPE* |
| *Discuss PPE disposal or cleaning procedures* |
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| Training/ Employee Concerns: |
| *Remind workers that they are not required to put themselves in a position where they feel that their H&S is at risk* |
| *Discuss safe conflict resolution techniques in the event that customers refuse to follow Covid19 protocols* |
| *Encourage workers to share any concerns they have about carrying out their individual roles safely* |
| *Update* ***Covid19 Risk Assessment*** *with any newly identified risks and controls* |
| *Remind workers that management are there to support them in their return to work and they are available to answer any questions the workers may have* |
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| **Maintaining Standards:** |
| *Remind workers to:* |
| * *Wash hair, body and clothes every day* |
| * *Wash hands thoroughly when entering and exiting the site and frequently during the day* |
| * *Scan or sign in and out every time you enter or exit any site* |
| * *Wash hands thoroughly after using the bathroom and before/after eating* |
| * *Turn away from people and cover nose and mouth (with arm) when coughing or sneezing* |
| * *Avoid touching your face* |
| * *Avoid touching others (no handshakes)* |
| * *Adhere to social distancing* |
| *Regularly brief workers any* ***Covid-19****,* ***MOH, MBIE, WORKSAFE*** *updates and advice* |
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**Keep up to date with the latest guidelines and safety instructions. www.covid19.govt.nz**